

Burnaby Horsemen's Association Policy: Security Camera Policy

Approved: MARCH 28 2022

Applicability

For the improved safety of club members and their horses, security cameras have been installed in the barns to support the existing alarm system, as well as in the parking lot areas. This policy outlines the limitations of use and the distribution of footage.

Policy

- 1) All video recordings will be stored with Radius Security for up to 40 days depending on computer storage space. Once this time has lapsed, the footage will be deleted.
- 2) Radius Security will only provide footage to the Board of Directors, legal authority or the police if requested. Individual members (including Board members) may not request personal access to the footage and the Board of Directors must vote to request and view any footage. Footage may be requested by the Board following:
 - a) A suspected break in
 - b) An act of vandalism
 - c) A fire
 - d) Any other reports of acts relating to safety and security
- 3) Members are encouraged to report any incidents in a timely manner so that appropriate action can be taken.
- 4) In the case of situations 1-3, the footage may also be requested by, and will be provided directly to the police or fire to support any relevant investigation.
- 5) In the case of situation 4, the specific date, time and incident details must be provided in writing to the Board so that they may collaborate with the necessary authorities. Any disclosure of video surveillance recordings outside the organization will be justified and documented.

Supporting Documents

- 1) Related BHA Policy
 - a) General Barn Safety Policy

Review Schedule

Policy Adopted:	March 28 2022
Policy Owner:	Director of Risk Management
Next Review Scheduled:	April 2023

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Version History

Date	Version Number	Details
FEB 28 2019	1.0	Initial version posted on BHA website
MARCH 28 2022	11	formatting changed